



**Commanding Officer
Naval Base Ventura County**



**PREVENTION OF SEXUAL
HARASSMENT POLICY
STATEMENT**

NBVC personnel are entitled to work in an environment free from harassment, whether sexual, racial, or ethnic. Sexual Harassment is particularly onerous-both for the recipient and the organization responsible for the environment. NO ONE should experience this type of behavior.

Any individual who is the recipient of such behavior has the right to expect their concerns to be promptly investigated and resolved. When behavior is determined to be offensive and unlawful, appropriate action will be taken against the offender. I will not tolerate those who sexually harass. I expect every supervisor and manager, civilian or military, to take appropriate action when made aware of allegations of such behavior.

All NBVC personnel should have a basic understanding of what constitutes Sexual Harassment. Annual training in Prevention of Sexual Harassment is provided to all employees to reinforce this understanding as to specify:

- which behaviors may be unacceptable,
- how to address your concerns when confronted with unacceptable behavior,
- what to expect once your concerns have been expressed, and
- how to respond when someone turns to you for assistance.

It is your responsibility to address behaviors you find unacceptable in the work place. You should bring the situation to the attention of management. You will not be ignored. If you are dissatisfied with management's response, feel no hesitation or fear of retribution in pursuing the matter through the EEO Complaint Process. A description of the EEO Complaint Process is posted on all official bulletin boards. My principle point of contact in all matters relating to Sexual Harassment is the Deputy EEO Officer, Charlie Thompson; Equal Opportunity Advisor, NCCS O'Bannon; and the current Command Managed Equal Employment Opportunity Program Manager.

Any environment in which men and women treat each other with respect and dignity, in which we communicate directly and forthrightly with each other, is typically free of Sexual Harassment. It falls upon the shoulders of our managers and supervisors to foster this type of environment. We are expected to set the example! Such leadership is essential if we are to eliminate sexual harassment in the work place.

A handwritten signature in black ink, appearing to read "P. S. Grossgold".

P. S. GROSSGOLD
Captain, U. S. Navy
Commanding Officer
Naval Base Ventura County
October 2004